

ADMINISTRATIVE — INTERNAL USE ONLY

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2 April 1976

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Office of Personnel Report -- Week Ending  
2 April 1976

1. Results of Hispanic Recruitment in Puerto Rico:  
Resumes from the Civil Service Commission in San Juan, Puerto Rico, continue to come, following a trip there recently. The number of resumes now totals 95 received from the Commission in response to their announcement. Several promising full files have been developed and sent forward for review by the operating components. (Previously reported at 8:30 Meeting.)

2. Advertisement: Advertising response has been unusually heavy to our recent advertisement for Systems Programmers for OJCS. We have had 208 responses in the form of resumes submitted. In discussing this with the advertising firm of Gaynor & Ducas, they express amazement with such a heavy return. (Previously reported at 8:30 Meeting.)

3. Supervisory Visitation: Chief, Recruitment Division

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4. Summer-Only Program: Chief, Clerical Staffing Branch, reports that 134 of the 244 Summer-Only applicants in process have been fully cleared.

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6. Length-of-Service Pins: We have completed delivery of Federal Service pins to the administrative offices of the four Directorates and the Office of the Director. Delivery was delayed from the normal January-February date because we, like other Federal agencies, experienced difficulty in obtaining complete orders from the manufacturer.

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7. Savings Bonds Campaign: The Agency's Savings Bonds Campaign has ended with 106 employees signing up for bonds and 46 increasing their payroll deductions. Last year 161 signed up for bonds, and 69 increased their deductions.

8. Educational Aid Fund: A total of 87 EAF applications have been received to date. The deadline for applications was 1 April 1976. Last year's total was 127 applications.

9. UBLIG: Insurance Branch has completed mailing notification to approximately 900 annuitants concerning the UBLIC rate changes to be effective 1 August 1976.

Coming Events:

1. Hearings on the CIARDS legislation are scheduled at the House on Wednesday, 7 April, at 10 a.m. Representatives of the Offices of Legislative Counsel, Finance and Personnel had a preliminary meeting on 31 March with the Subcommittee Counsel to brief him on the substance of our legislation.

2. Work continues on Agency-wide supergrade review.

3. The Handicapped Program Advisory Committee is scheduled to meet on Thursday, 8 April, to discuss its goals.

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F. W. M. Janney  
Director of Personnel

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